**LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION PARTNERSHIPS**

**AUDIT OF INFORMATION HELD BY PARTNERSHIPS**

1. What information do you hold about individual children and young people and their families. You need not list any information that is included in the Partnership Register. A tick is sufficient.

|  |  |  |
| --- | --- | --- |
| ***Information Held*** | ***Tick*** | ***Notes*** |
| Address |  |  |
| Telephone numbers |  |  |
| Emails and other electronic contact points |  |  |
| GP name and contact details |  |  |
| Names and contacts of other agencies involved with the YP |  |  |
| Name and location of any alternative settings that the YP attends |  |  |
| Attendance Records |  |  |
| Progress and achievement data |  |  |
| Diagnostic testing information using a range of tools designed to ascertain the needs of a YP and to measure progress. |  |  |
| Notes of discussions about the YP, including information about family and social settings |  |  |
| Records of successes and of breaches of behaviour rules |  |  |
| Are there any other types of information you hold about individual YP and their families |  | |

1. Who do you routinely share individual YP information with?

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| --- | --- | --- |
| ***Shared With*** | ***Tick*** | ***Notes*** |
| Other Partnerships and the Local Authority |  |  |
| Schools (individualised information is only shared with schools who are playing a part in the YPs education) |  |  |
| Other Agencies working with individual YP, including Health service, YOS, Social Care and Early Help Services |  |  |
| Alternative Providers working with individual YP |  |  |
| Exam Boards and other awarding authorities |  |  |
| Are there any other organisations that you share information on individual students with |  | |

1. Who do you share aggregated information with?

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| ***Shared With*** | ***Tick*** | ***Notes*** |
| Other Partnerships and the Local Authority |  |  |
| Schools working within the Partnership Structure |  |  |
| Other Agencies working with vulnerable YP, including Health service, YOS, Social Care and Early Help Services |  |  |
| Alternative Providers working with individual YP and organisations supporting APs |  |  |
| Are there any other organisations that you share information on individual students with |  | |

1. Where do you get the information that you collect about individual YP?

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| --- | --- | --- |
| ***Collected From*** | ***Tick*** | ***Notes*** |
| The Young Person and their Family |  |  |
| Schools that the YP has attended |  |  |
| Other Agencies working with individual YP, including Health service, YOS, Social Care and Early Help Services |  |  |
| Alternative Providers working with individual YP |  |  |
| Are there any other organisations that you share information on individual students with |  | |

1. What do we do with the information?

|  |  |  |
| --- | --- | --- |
| ***Used in order to…*** | ***Tick*** | ***Notes*** |
| Inform discussions on support and provision for the YP with school and Partnership Staff |  |  |
| Inform discussions on support and provision for the YP with other agencies |  |  |
| Pass Individual Records to other agencies when they become involved in providing support to the YP |  |  |
| Provide detailed information drawn from individual records to Alternative Providers to inform the support they give |  |  |
| Provide detailed information drawn from individual records to Colleges of FE and other Training Providers including third sector organisations if a YP enrols with that organisation |  |  |
| Aggregate individual information in order to monitor, evaluate and review the effectiveness of our provision and share the aggregated outcomes with our stakeholders and other interested parties. |  |  |
| Are there any other ways that we use this information? |  | |

1. How do we check the accuracy of our information

|  |  |
| --- | --- |
| ***Describe*** |  |
| What do you do to ensure that the data you collect on YP is accurate at the point of referral |  |
| How do you ensure that any new information you receive is efficiently and accurately recorded in the YP’s records? |  |
| What do you do to ensure that information recorded on the Register is accurate? |  |
| What do you do when transferring data to other organisations to ensure that the data is accurate and up to date? |  |
| Are there any other points that should be included in this list of questions about ensuring accuracy? |  |

1. How long do you keep information?

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| --- | --- | --- |
| ***We keep information as follows…*** | ***Tick if true*** | ***Note how your practice is different*** |
| We ensure that any records concerning safeguarding issues are returned to the school where the child is on roll |  |  |
| We keep paper records for seven years and then destroy them |  |  |
| We archive electronic data containing individual records of YP making them inaccessible without specific authorisation two years after a student has left us |  |  |
| Are there any other aspects of data retention you should include? |  |  |
|  |  |  |

1. Are you satisfied that the Partnership is compliant with GDPR and the SEIPs GDPR Policy?

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| --- | --- | --- | --- |
| Criteria | Compliant? | Follow up action if not fully compliant | Date for completion |
| All staff comply with data security rules and know that they must report any data breaches |  |  |  |
| The Partnership keeps records of any data breaches and follows the SEIPs policy in respect of reports to the ICO |  |  |  |
| All personal information is received and sent using secure methods of communication |  |  |  |
| All data is kept securely and can only be accessed by authorised staff using password protected Partnership devices; it is never transferred to personal devices |  |  |  |
| The Partnership ensures that staff contributing to open discussions about individual students should be mindful of the information that they share. |  |  |  |
| All staff know that it is lawful to exchange personal data for the purposes of safeguarding a student |  |  |  |
| The Partnership implements its policy of data retention |  |  |  |
| The Partnership is able to demonstrate quickly that data is only held where Parental consent has been given |  |  |  |
| The Partnership has an agreed process for dealing with Subject Access Requests (SARS – requests to see the information held on a student made by the student or parent |  |  |  |

Modified Aug 2022